

CITY OF NEWPORT
TASK ORDER NO. 12
TO ENGINEERING SERVICES AGREEMENT
FOR STREETS AND STORM SEWER
ENGINEERING SERVICES

This TASK ORDER NO. 12 to the Engineering Services Agreement dated August 17, 2011, hereinafter called Agreement, between the City of Newport, (CITY), and Civil West Engineering Services, Inc., (ENGINEER).

A. Description of Project

SW Abalone-Brant Street Improvements per the attached scope of services.

B. SCOPE OF SERVICES

The City agrees to utilize the services of ENGINEER and ENGINEER agrees to perform streets and storm sewer engineering services set forth in Attachment A.

C. CITY'S RESPONSIBILITIES

CITY to provide ENGINEER with the following information:

1. CITY shall provide timely review of submitted products (2-week turnaround), as appropriate.

D. COMPENSATION

1. CITY shall pay ENGINEER according to the fee schedule set forth in Exhibit A to the Engineering Services Agreement dated March 24, 2013.
2. Services provided under this Task Order shall not exceed two-hundred thousand, two-hundred seventy-four dollars (\$204,274.00).

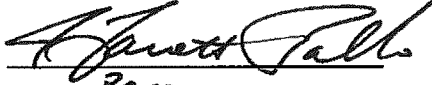
E. MISCELLANEOUS

All terms and conditions of the Engineering Services Agreement apply to this Task Order as though fully set forth therein. In the event of a conflict between this Task Order and the Engineering Services Agreement, the terms of this Task Order shall apply.

The parties do mutually agree to all mutual covenants and agreements contained within this Task Order No.12.

CITY OF NEWPORT:

By:



Title:

PRESIDENT

Date:

5/5/14

CIVIL WEST ENGINEERING SERVICES, INC.

By:



Title:

City Manager

Date:

5/5/14



486 'E' Street
Coos Bay, OR 97420
541-266-8601

609 SW Hubbert Street
Newport, OR 97366
541-264-7040

ENGINEERING SCOPE OF SERVICES

Date: March 25, 2014

Work Order Number:

To: Mr. Tim Gross, PE, Public Works Director, City of Newport

From: Garrett Pallo, PE, President, Civil West Engineering Services, Inc.

RE: **City of Newport – South Beach Roadway Improvements – Phase 1 (Abalone, 27th, 30th)**
Civil West Project Number: 2302-027

The purpose of this scope of services is to describe the proposed approach, costs, and schedule that Civil West will follow to support the City of Newport in order to complete a project to construct new roadway improvements in the area of the new OMSI development and the Coho/Brant neighborhood.

Background Summary

The City of Newport has completed preliminary planning for infrastructure improvements in the Coho/Brant neighborhood in a Infrastructure Refinement Plan (August 2012). The plan recommends improvements for roadway, sewer, water, and drainage improvements in the areas located south of the Yaquina Bay as west of Highway 101 and north of SW 35th Street. This area will also be home to the new OMSI development that is currently in the preliminary design stages.

Roadway improvements included within this project will include new roadway construction on Abalone south of Safe Haven Hill to SW 35th, 30th between Abalone and Brant, and 27th between Brant and Abalone. Some sections will be completely new construction sections while others will be realignments and overlays or paving of existing gravel roads. Some sections may require fill or retaining systems while others will require grading. All of the designs must be coordinated with ODOT that will tie in the new streets at SW 35th and with OMSI that will be constructed in the midst of the new improved roadways.

Part A: Scope of Work

The following tasks have been identified to track the project's progress. Each task will be assigned a certain number of engineering hours for completion. While there may be many subtasks included within these major task areas, only the major tasks will be discussed below.

Newport – South Beach Roadway Improvements – Phase 1 – Proposed Scope of Services

- 1. Task 1 – Project Management and Administrative Services** – Under this task, we will provide the necessary project management and administrative services to conduct an orderly and well-managed project. This will include organizational issues, financial, and other administrative requirements. This will also include coordination with the City, funding agency, regulatory agencies, and others as applicable.

2. **Task 2 – Project Kickoff and Data Gathering** – Under this task, we will conduct a kickoff meeting that will include representatives from the City, ODOT (if available), and the OMSI team (if available). We will discuss the overall project objectives and seek design input and ideas from the stakeholders for the project. We will discuss project schedules, concerns, and other parameters to make sure all are aware of the issues. We will also walk the project routes, discuss specific project challenges, and consider preliminary design concepts and solutions. This task will also include an allowance of time to obtain existing information and planning from ODOT and OMSI, review existing documentation and plans, and obtain topographic and boundary survey data from our survey team.
3. **Task 3 – Design Services** – Under this task, our team will prepare the design for the planned improvements including roadway, traffic control and lighting, drainage, and other planned improvements. This will include detailed plan views, street profiles, section designs, details, and other information necessary for a complete project design. Plans will be prepared according to the City's standards and desired cross sections for each road. Curb, gutter, and sidewalk design will also be included where appropriate and electrical and lighting design to match the work completed on nearby Ash Street.
4. **Specialty Engineering Support Services** – We have included this task to cover costs that we anticipate as necessary to complete a wetland delineation of the project areas. If wetlands exist along any of the planned alignments, our designs must seek to avoid impacting those wetlands or proper mitigation steps must be taken. This task will include the completion of a wetland delineation and report along with surveying support to locate the delineation flags in our design drawings. At this time, no additional specialty engineering support is expected.
5. **Task 5 – Bid Phase Services** – Through this task, we will provide bid phase support on the project with a goal of helping the City secure a qualified and responsive bidder to complete the work. Our support will include answering questions, providing clarification and addenda if required, attend and assist with the bid opening, review bids for accuracy, and issue a recommendation to award. We will also assist with the notice of intent to award, the processing and administration of contracts, and the issuance of the notice to proceed within this task.
6. **Task 6 – Construction Phase Services** - This task will include an allowance of hours for engineering support during the construction phase. This will include construction management support tasks such as coordination, clarification, and engineering field support. It will also include financial services such as reviewing payment requests, reviewing and processing credible change order requests, and tracking project budgets and schedules. This task will also include an allowance of hours to provide construction observation/inspection support during the construction phase. This task will also include an allowance for providing basic survey stakeout control for the contractor at the beginning of the project. Additional stakeout support will be responsibility of the contractor.
7. **Task 7 – Project Closeout Services** – Through this task, we will close out the project by administering the punch list process, closing out all final payment issues, preparing record drawings, and assembling the project album to present to the City as a permanent record. The album will include photographs from the construction process, daily inspection reports, record drawings, and other key project documents.
8. **Task 8 – Reimbursables** – This task will include allowances for project costs related to reimbursable expense items. These include:
 - a. Travel costs – we have included an allowance for travel costs for meetings, various site visits to the City for meetings, site visits, and other travel need related to this project.

- b. Publication, reproduction, and office costs – under this item, we have included a reimbursable allowance to provide the City with copies of any draft and final report(s), plans, contract documents and specifications, including digital deliverables upon request.

We recognize that some additional engineering services may be required for this project once the design concept is finalized. For example, some geotechnical support may be required if extensive fill and/or retaining walls are required for any stretches of the work (i.e. 30th, Brant, etc.). Also, no structural engineering has been included at this point for special construction that may be deemed necessary later in the design process. We have also not anticipated a need for other special evaluations such as a biological assessment or cultural evaluation or a cross-cutter review.

Part B: Project Fee Proposal

We have prepared a detailed fee proposal worksheet that we have attached to this proposal (see Exhibit A). The worksheet includes a summary of the proposed tasks and subtasks as described above along with estimates of hours for completion of the tasks and the associated billing rates for the individuals involved.

A summary of the proposed fee schedule is provided below:

Task	Summary of Proposed Engineering Budget:	Budget
1	Project Management and Administrative Services	\$8,832.00
2	Project Kickoff and Data Gathering	\$11,520.00
3	Design Services	\$97,176.00
4	Specialty Engineering Support Services	\$20,708.00
5	Bid Phase Services	\$13,116.00
6	Construction Phase Services	\$35,796.00
7	Project Closeout Services	\$15,876.00
8	Reimbursables	\$1,250.00
Total Proposed Engineering Budget		\$204,274.00

The above project budget represents an estimate of reasonable project involvement and includes an allowance of hours to provide the proposed level of support. The project will proceed on a time and materials basis and, if completed under budget, the City will enjoy the savings. If, additional support is required beyond these allowances, we will coordinate with the City on an amendment to the agreement.

Part C: Project Schedule

The project schedule for these improvements is time critical and must be coordinated with OMSI, ODOT, and the City of Newport. It is assumed that construction is best slated for spring and summer of 2015. With that in mind, the following schedule is proposed:

1. Engineer is authorized to proceed..... Mid-April 2014 (assumed)
2. Kickoff meeting and survey undertaken..... late April 2014
3. Conceptual plan (35%) presented July 2014
4. Draft plans (65%) submitted for review by October 1, 2014
5. Final draft (95%) submitted for review..... by December 1, 2014
6. Plans complete and ready for bidding..... By February 1, 2015
7. Contract NTP given by April 1, 2015
8. Construction window..... approx. 6 months

9. Construction completed by October 2015

The above schedule is preliminary and a rough estimate based on available and known parameters. The project schedule can be adjusted, as required, to meet budget or time constraints for the City or the other stakeholders. We will coordinate carefully with all parties and seek a more detailed schedule at the kickoff meeting at the beginning of the project.

We are grateful for this opportunity to provide these services to the City of Newport. We are prepared to begin this work on this important project as soon as we are authorized to do so. Please let me know if you have any questions or if you wish to see any alterations to our proposed approach. If this proposed approach is acceptable, please sign below and return a copy to our office for our records.

Sincerely,

Civil West Engineering Services, Inc.



J. Garrett Pallo, PE
President

Authorized Representative Signature Accepting Scope of Services

Date

Exhibit A

City of Newport
South Beach Roadway Improvements - Phase 1
March 24, 2014

Tasks		Engineering Fee Structure									
		Principal Engineer	Project Manager	Senior Project Engineer	Project Engineer	Engr Tech	Construction Inspection	Clerical	Subcontractor Support	Total Hours	Total Fee
		\$140.00	\$128.00	\$121.00	\$115.00	\$97.00	\$78.00	\$44.00	Lump Sum		
1	Project Management and Administrative Services										
1a	Admin, Coordination, Project Management	24	40					8		72	\$8,832.00
	Task Total	24	40	0	0	0	0	8	\$0.00	72	\$8,832.00
2	Project Kickoff and Data Gathering										
2a	Kickoff meeting, site visit, stakeholders, and gather available info	8	16			16				40	\$4,720.00
2b	Project site survey and data collection		8			8			\$5,000.00	16	\$6,800.00
	Task Total	8	24	0	0	24	0	0	\$5,000.00	56	\$11,520.00
3	Design Services										
3a	Design activities, preparation of plans, details, and related documents.	16	300	80		240		8		644	\$73,952.00
3b	Development of specifications, contract documents, bid forms, etc.	8	120	40		16		8		192	\$23,224.00
	Task Total	24	420	120	0	256	0	16	\$0.00	836	\$97,176.00
4	Specialty Engineering Support Services										
4a	Wetland delineation and evaluation of routing	2	8						\$13,000.00	10	\$14,304.00
4b	Coordination and design modification discussion due to wetland issues; survey wetland delineation flags	2	24			16			\$1,500.00	42	\$6,404.00
	Task Total	4	32	0	0	16	0	0	\$14,500.00	52	\$20,708.00
5	Bid Phase Services										
5a	Bid support, clarifications, follow up, questions, administration of bid	4	40	8		8		8		68	\$7,776.00
5b	Review of bids, issuance of documents, contract admin, NTP, etc.	4	24	8		4		8		48	\$5,340.00
	Task Total	8	64	16	0	12	0	16	\$0.00	116	\$13,116.00
6	Construction Phase Services										
6a	Construction management, financial support, coordination, Initial Stakeout by surveyor for control, etc.	4	80	16		24			\$1,500.00	124	\$16,564.00
6b	Inspection services (allowance)	4	24				200			228	\$19,232.00
	Task Total	8	104	16	0	24	200	0	\$1,500.00	352	\$35,796.00
7	Project Closeout Services										
7a	Closeout project activities; record drawings, punch list admin, etc.	4	40	8		40				92	\$10,528.00
7b	Preparation of project album	4	16	4		16		16		56	\$5,348.00
	Task Total	8	56	12	0	56	0	16	\$0.00	148	\$15,876.00
8	Reimbursables										
8a	Travel and Per Diem Costs										\$750
8b	Reproduction, copies, and office expenses										\$500
	Task Total	0	0	0	0	0	0	0	\$0.00	0	\$1,250.00
	Total	84	740	164	0	388	200	56	\$21,000.00	1632	\$204,274.00